

CEA



CAREER EXECUTIVE ASSIGNMENT

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EXAMINATION ANNOUNCEMENT

DEPARTMENT	TRANSPORTATION
POSITION TITLE	DISTRICT 4, DEPUTY DISTRICT DIRECTOR, EXTERNAL AFFAIRS
LEVEL	CEA 1 (Salary Range \$6173-7838)
FINAL FILING DATE	MAY 11, 2009

DUTIES/RESPONSIBILITIES

Under the general direction of the District 4 Director/Chief Deputy District Director, the incumbent serves as the Deputy District Director, External Affairs in District 4. District 4 is the largest transportation district in the Department and serves nine counties around the San Francisco Bay area. The Deputy District Director, External Affairs is responsible for the offices of Legislative Affairs, Media and Public activities; Internal and External Communications; Equal Employment Opportunity; Title VI/VII Compliance and Recruitment & Outreach; and Strategic Plan Development and Performance Initiative Improvement Program. This position provides support to the District Director/Chief Deputy District Director on issues and policy matters of critical concern to the District.

- Develops and implements policies regarding the Legislature, media and organized major public information efforts, including Construction Project Public Awareness Program.
- Develops and implements District policies in the areas of EEO, Title VI/VII Compliance, and Recruitment & Outreach activities.

- Develops policies related to the annual District Strategic Plan. Represents the District in statewide planning sessions and task forces and provides input for the departmental strategic plan.
- Works directly with the Legislature and legislative staff in promoting the state's transportation related goals and initiatives and influencing policies with non-governmental organizations and other state transportation agencies to develop and organize support for California's transportation initiatives.
- Provides direction on the content of graphic/audio visual materials for publication including displays, exhibits, reports, manuals, public address, slide presentations and videos.
- Provides direction in the District Performance Initiative Improvement Program activities. Works with executive management to identify areas of concern where quality principles may offer solutions. Develops strategies and training to expand quality efforts.
- Acts as a liaison between the District and various legislative bodies (federal, state and local) to provide state legislation on transportation policies, evaluate the impact on the receipt of funds and alternative language when appropriate.
- Advises the District Director/Chief Deputy District Director on the full range of complex issues related to District 4 External Affairs programs.

MINIMUM QUALIFICATIONS

Applicants must meet the following qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.

In addition to one of the above, applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

Knowledge of: the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the Department's or Agency's Equal Employment Opportunity (EEO) Program objectives; and a manager's role in EEO.

Ability to: plan, organize and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organizational procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide variety of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's or Agency's EEO objectives.

These abilities and knowledge are expected to be obtained from supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies. (Experience may have been paid or volunteer, in state service, other governmental settings or in a private organization.)

DESIRABLE QUALIFICATIONS

Experience in positions at the Staff Services Manager II level or higher that developed the following qualifications:

- Must possess a broad and comprehensive knowledge of the Department's multi-modal transportation roles and responsibilities and state and federal highway policies, guidelines, and standards.
- Must be knowledgeable in budget and contract development and administration.
- Must be familiar with federal and state regulations that apply to and impact the external affairs work of the Department and the Department's mission, goals, programs, and policies.
- Must have the ability to supervise a multi-disciplinary professional staff; participate in public forums; represent the Department in external affairs matters; and serve in a consulting and coordinating capacity with other departmental functional areas statewide.

- Demonstrated ability to develop and implement organizational improvements or innovations.
- Demonstrated ability to effectively apply logic and creativity in decision-making processes and successful application of motivational and negotiating skills.
- Possess excellent oral and written communication skills.

In addition, candidates should have completed academic course work at the university level or equivalent training and experience in the area of supervision and management principles.

EXAMINATION INFORMATION

The appointing power will establish specific job-related evaluation criteria and will review all applications immediately following the final file date. The appointing power shall compare each candidate's qualifications for the position against the evaluation criteria, and against the qualifications of all other candidates taking the examination. Interviews may be conducted at the discretion of the appointing power. Each candidate shall be notified in writing of the examination result.

EVALUATION CRITERIA

The *Statement of Qualifications* must indicate your total years of experience (and civil service classification, if applicable) performing each of the activities included in the evaluation criteria. Some of the factors that will be utilized in the evaluation are:

- Education
 - List degrees obtained and dates received.
 - List licenses and certificates and dates received.
- Breadth and extent of external contacts (e.g., Legislature, control agencies, etc).
 - List state and federal resource agencies.
 - Explain nature and extent of those contacts.
- Number of years of experience as or equivalent in level to a Staff Services Manager II.
- Breadth and extent of experience making clear and convincing presentations, representing and speaking for the organizational unit and its work (e.g., presenting, explaining, defining and negotiating) to those within and outside the office (i.e., directors, deputy directors, agency heads and other government executives, corporate executives, legislative members and staff, the media, general public and professional groups).
- Breadth and extent of experience planning, developing and managing a large, complex and politically sensitive program. This experience should include responsibility for directing staff involved in extensive interpretation and application of governmental laws, rules and policies.
- Ability to provide new perspectives and/or develop and implement new initiatives.

FILING INSTRUCTIONS

All interested applicants must submit:

- A standard original State application (Form 678) with civil service titles and dates of experience.
- A *Statement of Qualifications*. The *Statement of Qualifications* is a discussion of the candidate's education and experience that would qualify him/her for this position, related to the evaluation criteria. The statement should be no more than two pages in length.
- Resumes are optional and do not take the place of the *Statement of Qualifications*.

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

The application and *Statement of Qualifications* are to be submitted to:

Department of Transportation
Division of Human Resources, ATTN: Patti Oshita, MS 90
Farmers Market III, 6th Floor, P.O. Box 168037
Sacramento, CA 95816-8037

Or via e-mail: Patti_Oshita@dot.ca.gov

Application and *Statement of Qualifications* must be received by May 11, 2009 at 5:00 p.m. Interagency mail received after this date will not be accepted.

Application packets may be e-mailed to the above address or faxed to (916) 227-5333 to ensure delivery prior to the final filing date. Mail the original application to the above address only if the application packet is sent via fax.

Questions regarding this examination should be directed to:
Patti Oshita at (916) 227-7414. California Relay Telephone Service for the deaf or hearing impaired from TDD phones: 1-800-735-2929 or from voice phones: 1-800-735-2922.